Interview Follow-up Letter

To: BobJones@companyemail.com

Subject Line:Team Lead Position- John Hireme

Hi Bob,

I wanted to thank you again and say what a pleasure it was to meet with you a few weeks ago to discuss your needs for a Team Lead in your warehouse.

*Reinforce interest in the role and briefly indicate strengths that will add value to this role/team.*

As I have advanced with my search and other interviews, this Team Lead position continues to be very exciting and interesting to me.  I hope to have the chance to further discuss with you how my strengths in leadership, process improvement, and inventory management can add value to your warehouse operations.

At this point, are you and your team still in the interviewing process?  When you have the time, can you let me know what my status is as a candidate?

Ask about where they are in the hiring process.

As I know that you are busy, if I don’t hear back from you this week, I can give you a call early next week to touch base.

Acknowledge their busy schedules and indicate that you will follow up via phone if needed.

Sincerely,

**John Hireme**

999.999.9999

johnhireme@myemail.com

[www.linkedin.com/in/johnhireme](http://www.linkedin.com/in/johnhireme)

Withdrawal Letter

To: Susan.Jones@companyemail.com

Subject Line: Thank You

Dear Susan,

*Express appreciation, but be clear you do not want to move forward.*

Thank you for taking the time to meet with me yesterday to discuss your current needs for an Account Executive.  While the opportunity that you described is interesting, I do not think that it is a good fit with my current career goals.

As I mentioned in our discussion, I am targeting a position that will use my strengths in developing new business opportunities for an organization.  Should you find that you have a need in the future for a role focused on identifying and securing new business to compliment the account management on your team, I would welcome the chance to discuss how I could add value and increase revenues for your group.

Reiterate your focus and how you would be open to that kind of role if it arises.

Again, thank you for your time, and I hope that you are successful in finding an individual that is the right fit for your Account Executive position.  I hope that we can stay in touch as I enjoyed meeting you and learning more about your great organization.

*Close with positive comments about the organization.*

Sincerely,

**Steve Smith**

Business Development Executive

555-555-5555

Steve.Smith@personalemail.com

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